



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5002

IMHD-PWM

GARRISON POLICY
DPW-03

30 MAY 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Real Property Facilities Requirements

1. REFERENCES:

- a. Army Regulation 405-45, Real Property Inventory Management, dated 1 November 2004.
- b. Army Regulation 405-70, Utilization of Real Property, dated 12 May 2006.
- c. Army Regulation 735-5, Property Accountability Policies, dated 9 November 2016.

2. APPLICABILITY: This policy is applicable to all Major Subordinate Commands (MSCs), separates and civilian leaders on Fort Hood that are or will be signing for Army real property.

3. POLICY: The management, request and return of Fort Hood real property is controlled by the Directorate of Public Works (DPW), Real Property Planning Division (RPPD), and the Real Property Accountable Officer (RPAO). This policy establishes command and RPAO responsibilities to meet the requirements of Army and Department of Defense real property regulations.

- a. Garrison Commander: Exercise overall authority over this policy within Fort Hood.
- b. DPW/RPPD:
 - (1) Enforcement of this policy and all applicable regulations.
 - (2) Responsible for the management and administration of real property within Fort Hood.
 - (3) Assist all MSCs, separates and civilian leaders with real property requirements or requests.
 - (4) Advise the DPW and Garrison of non-compliance with established procedures.

c. RPAO:

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(1) Ensure 100% of the real property facilities are accounted for in accordance with (IAW) Army regulations.

(2) Ensure that all facilities are issued to units IAW Army regulations and this policy memorandum.

(3) Provide customer service for real property facilities, key requests and central clearing.

(4) Provide real property personnel to conduct pre-inspections and facility handover functions for the issue and receiving of facilities as needed.

(5) Contact other divisions/agencies that require involvement in the facility inspection, issue or return process.

d. Commanders and Civilian Leaders:

(1) Re-establish facility hand receipts by conducting a face-to-face reconciliation with the Real Property Office on an annual basis.

(2) Ensure that facility hand receipts are current and maintained IAW Army regulations and this policy memorandum.

(3) Ensure that facility keys are maintained IAW physical security regulations and Fort Hood policies.

(4) In writing, assign a primary and alternate Facility Manager (FM) for the duration of the facility space/assignment. Primary and alternate FMs must be SGT (E-5) and above or civilian equivalent.

(5) Assist DPW personnel in conducting facility inspections for basic information such as category codes, facility status, utilization, and facility condition in support of Real Property Inventory (RPI).

(6) Ensure that facility managers are performing periodic inspections and submitting and tracking Demand Maintenance Orders (DMO's) for any repairs and maintenance needed in the facility. DMO's are submitted by calling the DPW Work Reception Desk at (254) 287-2113.

(7) When clearing a facility, Facility Managers will contact Real Property Facilities Section at (254) 535-1284 to receive the Real Property Clearance Checklist. Prior to facility clearance, the Facility Manager is responsible for all self-help facility repairs and for submitting any outstanding DMO's. Facility Manager must contact their

Environmental Compliance Assessment Team Representative for any land or facility occupation that includes daily use of hazardous products. The Real Property Facilities section will conduct a pre-inspection jointly with the Facility Manager to identify any issues and corrections needed using the Real Property Clearance Checklist. The Facility Manager must make the corrections prior to the facility handover. If the corrections have not been made, the facility will not be cleared and the chain of command will be notified of the deficiencies.

e. Facility Hand Receipts: Facilities are assigned at Battalion or Brigade levels. Real Property personnel will ensure that the person delegated as hand receipt holder is on a signed and current DA Form 1687. Designated personnel listed on DA Form 1687 must be E-5 or above or civilian equivalent. A primary hand receipt holder, with up to three alternates, must be delegated on a DA Form 1687 to sign for facilities, request re-keys, and to request and receive keys. The signing for facilities is recorded on a FHT 210-x14; all fields must be completed.

f. Broken Keys: Hand receipt holders will bring the upper portion of the broken key to Real Property. Hand receipt holders will be provided a stamped key request form to take to the DPW Lock Shop for replacement. When keys are jammed or broken in a lock, call the DPW Work Reception desk at (254) 287-2113.

g. Additional Keys: Requests for additional keys can be made via email, memorandum or key request form with a justification to the Real Property office front desk. The hand receipt holder or individual delegated on the DA Form 1687 may request, sign for and receive keys.

h. Loss or Compromise of Keys Requiring a Re-key (Core Replacement): In the event of loss or compromised keys, the Facility Manager or Hand Receipt Holder must immediately notify the Real Property office front desk at (254) 553-2012 or (254) 287-2801. The cost associated with re-keys and/or compromise of security due to loss or negligence of facility keys is the responsibility of the hand receipt holder. Real Property will ensure that the hand receipt holder is held liable IAW AR 735-5, Chapters 12-14, Army Barracks Management Program (ABMP) handbook 2018 page 26 para 5.2, and FH Regulation 420-27 pages 27-28 and applicable physical security policies. Cost is \$45.00 per lock/per core which includes 4 keys. Costs are based on the current rate and are subject to change. Many barracks buildings have different amounts of locks/cores per room. The ABMP Office will determine those costs.

i. Master Keys: Barracks Management hand receipt holders may be issued various types of master or override keys for command and control. If master or override keys are lost or compromised, the RPAO must be notified immediately. The cost associated with re-keys and/or compromise of security due to loss or negligence of the master or override key is the responsibility of the hand receipt holder. Real Property will ensure

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that the hand receipt holder is held liable IAW AR 735-5, Chapters 12-14, Army Barracks Management Program (ABMP) handbook 2018 page 26 para 5.2, and FH Regulation 420-27 pages 27-28 and applicable physical security policies.

(1) The RPAO, not the hand receipt holder, is the accountable officer listed on the financial liability documentation.

(2) These documents must include the building number, room number and quantity of lost keys.

(3) If a re-key of an entire building becomes necessary due to compromise of security, a memorandum signed by the appropriate authority (current hand receipt holder for building) and a DA Form 4283 (Facility Engineering Work Request) will be turned in to the DPW Business Operations and Integration Division for processing.

j. Prior to deployment or any extended training that requires the organization to be off/away (NTC, Korea, FTXs, etc.) from the Fort Hood installation more than 30 calendar days, the Commander/Director must establish in writing a Rear Detachment Hand Receipt Holder. Prior to deployment or any extended training that requires the organization to be off/away (NTC, Korea, FTXs, etc.) from the Fort Hood installation for a lengthy period of time or more than 180 calendar days, the Commander/Director must ensure barracks rooms are packed out and cleared by the Soldier. Coordinate with LRC Transportation Division to arrange for pack out and storage of personal belongings. This allows DPW to perform minor vacant quarter maintenance while the spaces are vacant.

k. Units will not loan, swap, transfer, turn-in, or borrow space or facilities without the approval of DPW Real Property personnel. It is critical to maintain space management principles for Army Stationing and Installations Plan (ASIP) reporting requirements, to ensure accountability of facility space allowances, and to validate utilization rates.

l. Ensure hand receipts are properly transferred over to a new hand receipt holder prior to current hand receipt holders being cleared through Installation Central Clearance.

m. Key Cards: For barracks that have key cards, brigades are responsible for programming the keys.

n. The Real Property front desk representative is located in Building 4622, Engineer Drive, and can be reached at (254) 553-2012 or (254) 287-2801.

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4. EXPIRATION: This Fort Hood Garrison Command Policy will remain in effect until superseded or rescinded.



JASON A. WESBROCK
COL, IN
Commanding

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IAW FH Form 1853: A